

RESOLUTION NO. 2017-_____

Creating a full-time Psychotherapist position at Human Services

Executive Summary

Jefferson County Human Services continues to experience a significant number of citizens struggling with opiate/heroin addictions. **It is not uncommon for Human Services to receive 5 – 10 requests for opiate treatment in ONE DAY and for individuals to wait over one month to receive treatment.** Over the last seven years, the total number of consumers seen for Mental Health treatment, including alcohol and drug abuse, nearly doubled, from 540 individuals in 2008 to 1,111 individuals in 2015. This only captures the increase in required psychotherapy treatment and does not reflect the increase in need for rehabilitative services.

To help combat the growing opiate/heroin epidemic, the Human Services Director has applied for State Targeted Response to the Opioid Crisis grant (STR) and is consequently requesting the creation of a full-time Psychotherapist position. The Psychotherapist will address the increased need for psychotherapy treatment services by providing group and individual therapy as well as case management services and will be fully funded through the STR. As a condition of the grant, Jefferson County Human Services must begin delivering services prior to September 1, 2017.

On June 20, 2017, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the creation of one full-time Psychotherapist position at Human Services, contingent on the successful attainment of the STR grant.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, with the significant increase in citizens struggling with opiate/heroin addictions in Jefferson County, current staffing levels at Human Services cannot effectively address the services needed, and

WHEREAS, funding is available through a State Targeted Response to the Opioid Crisis Grant for one full-time Psychotherapist position, and

WHEREAS, to meet this need for Jefferson County citizens, the Human Services Director, Human Services Board and County Administrator request, and the Human Resources Committee recommends, creation of one full-time Psychotherapist position at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to create one full-time Psychotherapist position at the Human Services Department, to become effective upon passage.

Fiscal Note: The Psychotherapist position is budgeted for \$83,976 annually for salary and fringe benefits (\$34,990 for the remainder of 2017 for salary and benefits) and is fully funded through the State Targeted Response to the Opioid Crisis grant; therefore, no tax-levy is required for this position. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

07-11-17

Terri M. Palm: 06-16-17

REVIEWED: Administrator _____; Corp. Counsel _____; Finance Director _____

ORDINANCE NO. 2016-____

Amending Personnel Ordinance HR0240, Establishing Positions, to include Job Sharing of positions

Executive Summary

Job Sharing is where two or more employees voluntarily share the duties and responsibilities of one full- or part-time position, dividing the hours between them and the wages and benefits are allocated on a pro-rata basis to each of the job sharers.

Job sharing can be advantageous to both the employees and the County. For employees, part-time hours may provide an individual flexibility to balance routine and/or unexpected work and family demands, to recover from an illness, to pursue an education or to supplement their income. For the County, offering part-time employment opportunities can attract or retain highly qualified employees who may not be able to or may not want to work a full-time schedule, provide extra coverage during recurring workload surges, and reduce employment expenditures.

Currently, there is not a process to allow job sharing of positions at Jefferson County. The Human Resources Director is requesting consideration for job sharing, as it can be advantageous to both the employees and the County.

On June 20, 2017, the Human Resources Committee considered the proposed language and is recommending amending Personnel Ordinance HR0240, Establishing Positions, to provide a process to allow Job Sharing of full and part-time positions.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, job sharing of positions can provide flexibility for employees and efficiencies for the County, and

WHEREAS, the County currently does not have a process to allow job sharing and recognizes the benefit and value in job sharing.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of HR0540, Establishing Positions, to provide job sharing of positions.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0240, Establishing Positions, is amended as follows:

HR0240 ESTABLISHING POSITIONS.

- A. The Board of Supervisors shall, in the budget adopted the previous year, authorize for each department the number of full-time and part-time positions for the succeeding year.

- B. Department heads seeking position changes as part of the annual requested budget shall review those requests with the department's parent committee and give a written notification to the Human Resources Director, preferably by June 1, in order to include the position changes in the Department Head's Requested Budget. The County Administrator will review the requested budgets with the department head. The position changes approved by the County Administrator will be evaluated for classification and grade placement, and presented to the Human Resources Committee for approval of the classification and grade placement. The Finance Committee will then review the County Administrator's recommended budget, make further recommendations accordingly, and forward the annual budget to the full County Board for adoption. Departments will be notified of the final approved position changes upon the adoption of the annual budget at the November County Board meeting. [cr. ord. 2008-24, 11/10/08]
- C. A department head seeking position changes that are not part of the annual requested budget shall present in writing the need and reasons therefore to the County Administrator. Thereafter, the County Administrator, Human Resources Director and the Human Resources Committee shall investigate the need of such department and, in the event the Human Resources Committee determines that such need exists, an appropriate recommendation shall be made to the Board of Supervisors for decision. [am. 2008-24, 11/10/08]
- D. The County Administrator or Human Resources Director may employ limited term employees as may be required to fill temporary vacancies caused by vacation, sickness, leave of absence or emergency, provided funds are available for such purpose in the budget. A report summarizing any emergency help approved shall be made to the Human Resources Committee. [am. 3/13/12, ord. 2011-31]
- E. The County Administrator or Human Resources Director may employ two or more employees to job share the duties and responsibilities of one full- or part-time position, provided the cost of the job sharing does not exceed the funds allocated for the position in the budget. The hours of the position shall be divided between the employees to best meet the needs of the department and the wages and benefits will be provided in accordance with HR0265, Part-time Employment. Should one of the employees vacate the job sharing arrangement, the County Administrator shall determine if the position should remain a job sharing position and post accordingly. A report summarizing any job sharing arrangements shall be made to the Human Resources Committee.
- EF. Positions that are created for a specific grant program are authorized for the duration of the grant funding. Upon elimination or reduction of grant funding, the position shall not be continued unless authorized by the Human Resources Committee. [cr. ord. 2005-43, 02/14/06]
- FG. Nothing contained in this ordinance shall be construed to require the County Administrator or the Human Resources Committee to fill all positions authorized by the Board of Supervisors, nor to prohibit the County Administrator or the Human Resources Committee from filling a position for up to 12 months at a lesser number of hours than budgeted. [am. ord. 2005-43, 02/14/06; am. ord. 2009-10, 07/14/09]

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: There is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Human Resources Committee

07-11-17

Terri M. Palm: 06-16-17

REVIEWED: Administrator _____; Corp. Counsel _____; Finance Director _____